



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Monday, April 03, 2023

The Park Commission of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on April 3, 2023. Members of the public and the Park Commission were able to participate in the meeting virtually, as long as a quorum of the Park Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request

CALL PARK COMMISSION MEETING TO ORDER

1. Roll Call

Chair Chad Smith called the meeting to order at 11:32 a.m.

Present Members: Chair Chad Smith, Mary Elizabeth Cofer, Don Hudson, Niccole Maurici, Laurie Mills, and Melissa Morrow

Also Present: Council Member Kevin Glasheen, City Secretary Desiree Adair, Public Works Superintendent Ismael Parra, and Assistant to the City Administrator Makayla Rodriguez

PUBLIC COMMENTS

The following people spoke during public comments:

- Mary Elizabeth Cofer, 3306 Gentry Drive, thanked Don Hudson, Brooke Brown, Rollingwood Women's Club, and Rachel Tys for their efforts to improve and beautify the Butterfly Garden.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Park Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

2. Discussion and possible action on the minutes from the February 6, 2023 Park Commission meeting

Chair Chad Smith moved to approve the meeting minutes from the February meeting. Mary Elizabeth Cofer seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

3. Update from Western Hills Girls Softball and Western Hills Little League

Steve Franke spoke about beginning their season and that they plan to play until May 13th. He reported a fence maintenance issue that they are working to resolve. Steve also mentioned that the little league and softball will bring Kona Ice out to Rollingwood Park on April 22nd.

4. Discussion regarding the creation of a maintenance and repair document, detailing the various seasonal, etc., jobs that needed to be done to keep the park well maintained and looking its best

Don Hudson presented a rough draft of a document and map that would outline the seasonal maintenance repair needs for the park. He would like to schedule a time to walk the park and take note of the top priority needs, then share the map with the Public Works Superintendent. The Park Commission agreed that they would like to have feedback from Public Works Superintendent Izzy Parra. Don Hudson also mentioned that if his document was implemented there could be an opportunity for the community to assist in the maintenance efforts.

Public Works Superintendent Izzy Parra voiced that his only concern with having the community participate in maintenance projects is that there is not a guarantee that they would be able to complete the projects. He said that he is willing to work with the Park Commission and come to an agreement on the parks top priority needs.

The Park Commission discussed different processes they have followed in the past on reporting park needs to Public Works, how the park maintenance has significantly improved over the past year, and drainage in the lower park.

Public Works Superintendent Izzy Parra mentioned that he implemented a schedule and plan for the walk-through concerns that have been reported.

The Park Commission and Izzy Parra discussed options on documenting what has been done in the park throughout the year. Don Hudson will move forward with his document and map and meet with Mr. Parra to go over the top maintenance needs.

5. Discussion regarding the Fields 3, 4, and 5 rehabilitation project with private donations

Council Member Kevin Glasheen gave an overview and update on his plan to revitalize fields 3, 4, and 5 this summer. He shared recommendations from consultants on how to improve drainage and overall beautify the fields. Council Member Kevin Glasheen also discussed donations received for the project.

The Park Commission thanked Council Member Kevin Glasheen for taking on this project.

6. Discussion and possible action to recommend to City Council to rejuvenate the fields at the Park, improve the walking trails, improve the S parking lot along Rollingwood Drive with pervious material and leave the N parking lot and Rollingwood Drive parking unchanged

Mary Elizabeth Cofer informed the Park Commission that agenda item 6 and 7 are similar and she will defer part of her discussion until agenda item 7. She discussed parking in the parking lot is crucial and that we should not get rid of it. She also mentioned that she would like to maintain pervious cover to the parking lot but doesn't want to add to drainage issues.

Council Member Kevin Glasheen explained that they are not trying to remove parking and that the parking lots are not impervious cover.

7. Discussion on the possibility of requesting the use of RCDC funds to make capital expenditures for trail, drainage, and parking lot or other park improvements

Council Member Kevin Glasheen requested support from the Park Commission to use RCDC funds to improve the park. He explained that his goal is to bring the park to a good standard. He also discussed previous ideas at the park that were not supported by City Council and said that there are still opportunities for improvement to make the park safer.

Brian Rider of RCDC discussed the current funds and will be working with Council Member Kevin Glasheen on this project. Brian Rider will also be putting this item on the agenda for the next RCDC meeting. He also suggested to hire a consultant to quote how much will be needed to fund the improvements.

Mary Elizabeth Cofer would like to set the budget for this project at \$30,000. The Park Commission discussed how to best select a landscape architect, past efforts that were made on the master park plan, how to define the project, and what direction would be given to the landscape architect.

Council Member Kevin Glasheen recommended that the Park Commission should choose a firm that is credible and request a proposal for recommendations around the park as well as get a cost estimate.

Mary Elizabeth Cofer believes that the main issue in the park is drainage, and that the drainage will need to be improved to overall assist with other maintenance issues. The Park Commission members support RCDC using their funds to improve the park. They would like to use the Park Master Plan as a starting reference point.

8. Discussion regarding RCDC's Park Amenities and Promotion project

RCDC's Brian Rider discussed his plan to meet with local merchants in an effort to bring more residents to the park. City Council authorized RCDC to spend \$3,000 to sell coffee and hot chocolate in the mornings. He clarified that he is not advocating for a concession stand.

ADJOURNMENT OF MEETING

Chair Chad Smith adjourned the meeting at 12:58 p.m.

Minutes Adopted on the _____ day of _____, 2023.

Chad Smith, Chair

ATTEST:

Desiree Adair, City Secretary